MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

1972 - 1982

Sheraton-Fontainebleau Inn

Ocean City, Maryland

MAY 21-22, 1982

REGISTRATION *Hotel Lobby*

Thursday, May 20, 4:00 pm-6:00 pm
Friday, May 21, 8:30 am-4:30 pm
Saturday, May 22, 8:30 am-11:45 am

EXHIBITORS *2nd Floor*

Friday, May 21, 8:30 am-4:30 pm
Saturday, May 22, 8:30 am-11:45 am

HOSPITALITY SUITE *Room 302*

Thursday, May 20, 3:00 pm-midnite
Friday, May 21, 8:30 am-midnite
Saturday, May 22, 8:30 am-11:00 am

10th BIRTHDAY PARTY *Poolside*

Friday, May 21, 8:00 pm-10:00 pm

GROUP PHOTOGRAPH *Hotel Lobby*

Friday, May 21, 8:30 am
MARAC members -- PLEASE BE THERE!

HOTEL INFORMATION

Check In Time 3:00 pm
Check Out Time 11:00 am
Baggage storage available
Limousine service to Salisbury Airport

TRANSPORTATION

Ocean City bus service available

LOCAL ARRANGEMENTS COMMITTEE

Pat Vanorny, chair
Maryland Hall of Records

Joanne A. Mattern, co-chair
Delaware State Archives

Heather Clewell
Winterthur Museum

Susan Cummings
Maryland Hall of Records

Deborah Donovan
Delaware State Archives

Richard Richardson
Maryland Hall of Records

Gail Tribbitt
Delaware State Archives

Donald Harrison, Birthday Party
National Archives and Records Service

Arthur Breton, ex-officio
Chairman, MARAC Steering Committee

PROGRAM COMMITTEE

Barbara Hearn, chair
Winterthur Museum

Clark Beck
Rutgers University

Miriam Crawford
Temple University

Claire Collier
Rockefeller Archive Center

Laura Grotzinger
New Jersey State Archives

Joan Howard
National Archives and Records Service

Katherine Kovacs
Corcoran Gallery of Art

Carolyn Sung
Library of Congress

Cynthia Requardt, MARAC Education Committee
Arrangement and Description Workshop

Arthur Breton, ex-officio
Chairman, MARAC Steering Committee

NEH CONSULTATIONS

A staff member from the Research Resources Program of the National Endowment for the Humanities will be available for consultation both Friday and Saturday. Program Officer Marcella Grendler will provide guidelines and other information about the Program, which funds projects to make humanities research materials available to scholars. Projects cover a variety of archival and library materials, as well as model conservation and preservation projects. Look for her near the exhibits area or at sessions; she will be wearing an NEH button.

Friday, May 21

9:30 am-4:30 pm *Room 318*

ARRANGEMENT AND DESCRIPTION WORKSHOP
Basic introduction to the arrangement and description of archives and manuscripts. ENROLLMENT LIMITED TO 18; pre-registration required.

Cynthia Requardt, chair

James Glenn, principal lecturer
Archivist
National Anthropological Archives

Arthur Breton, guest lecturer
Curator of Manuscripts
Archives of American Art

William Deiss, guest lecturer
Deputy Archivist
Smithsonian Instituion Archives

Friday, May 21

9:30 am-11:00 am *Midship and Windward*

MARAC'S NEXT TEN YEARS
Three generations of MARAC leadership; past, present and future; speak out on professional concerns and how MARAC can help its members deal with these concerns.

Barbara Hearn, chair

client centered as opposed to document centered. Need to know what users need to know. How they do research, use data we collect is put to work. Need to supply what users need + want. Not to isolate process from users. Interpreters between users + information scientists. 5 claim to Curriculum centered on user. Concentrate on knowing user + appropriate methods of information service will follow. Can then meet needs of the users. Rethinking of training

"In the Eye of the Beholder: Archives Administration and User Needs"
Elsie Freeman
Director of Academic, Professional and Public Programs
National Archives and Records Service

"Archival Trends as Seen by a Manuscript Curator"
Arthur Breton
Curator of Manuscripts
Archives of American Art

"The Economics of Archives"
Claire Collier
Archivist
Rockefeller Archive Center

Friday, May 21
11:15 am-12:15 pm Midship

INTERFACING ARCHIVES AND RECORDS MANAGEMENT
The pros and cons of one person wearing two hats

Laura Grotzinger, chair

"Archives and Records: The Life Cycle Concept"
Robert Devlin
Departmental Records Management Officer
U.S. Department of Housing and Urban Development

"Records Management as an Aspect of Archives"
Robert Nawrocki
Coordinator, Records Management
New Jersey Bureau of Archives and History

"The Disposition of Miscellaneous"
Ruth Simmons
Senior Coordinator of Department of Special Collections and Archives
Rutgers University

Friday, May 21

11:15 am-12:15 pm *Windward*

EXIT INTERVIEWS: OTHER USES FOR ORAL HISTORIES

What do the National Archives and the Nixon and Carter Administrations have in common? Oral history programs.

Joan Howard, chair

"Oral History in the Carter White House"
Marie Allen
Director, Presidential Papers Staff
National Archives and Records Service

"Interviews with Record Keepers"
William Cunliffe
Head, Center for Cartographic and Architectural Archives
National Archives and Records Service

"Use of Exit Interviews from the Nixon Administration"
Joan Howard
Supervisory Archivist, Nixon Presidential Materials Project
National Archives and Records Service

Friday, May 21

11:15 am-12:15 pm *Leeward*

REFERENCE SERVICE FOR THE HANDICAPPED

Special needs and considerations for providing reference service to researchers who are physically handicapped.

Jacqueline Goggin, chair
Library of Congress

"Fostering Library Services for the Handicapped"
Hylda Kamisar
Head, Reference Section
National Library Service for the Blind and Physically Handicapped
Library of Congress

Friday, May 21
12:30 pm-2:00 pm *Moonraker*
LUNCHEON

"Welcome"
Mayor Harry W. Kelley

"MARAC'S First Ten Years"
Mary Boccaccio, MARAC Archivist

Friday, May 21
2:15 pm-3:15 pm *Midship*
MAINTAINING AND SERVICING CARTOGRAPHIC RESOURCES
How to make maps available to researchers and microreproduction of maps

Clark Beck, chair

"Microcartography"
Ralph Ehrenberg
Assistant Chief, Geography and Map Division
Library of Congress

"Servicing Cartographic Materials in Archives"
J. B. Post
Map Librarian
Free Library of Philadelphia

Friday, May 21

2:15 pm-3:15 pm *Windward*

TRIAL BY FIRE ---RESCUING YOUR RECORDS
How to conduct clean-up operations after a disaster

Claire Collier, chair

"The New Jersey State House Annex Fire and Records Salvage Project"
Karl Niederer
Archivist
New Jersey Bureau of Archives and History

"University of Baltimore Library Fire"
Susan Blevins
Head, Cataloging Department
University of Baltimore

Laura Brown
Head, Steamship Historical Society Collection
University of Baltimore

Gerry Watkins
Head, Special Collections
University of Baltimore

Friday, May 21

2:15 pm-3:15 pm *Leeward*

COPYING VISUAL IMAGES ONTO MICROFORMS
New Techniques for copying pictorial images, negatives and prints, onto microfilm.

Mary Wolfskill, chair
Library of Congress

"Microcopying Historical Photographs"
Richard Noble
Archivist, Nixon Presidential
Materials Project
National Archives and Records Service

"Publishing Pictorial Archives -- Six
Case Studies"
Sandra Tinkham
Editor
Chadwyck-Healey, Inc.

Friday, May 21
3:30 pm-4:30 pm Midship

AN INTRODUCTION TO MACHINE-READABLE RECORDS

An overview of computer systems, their terminology, hardware and software; in non-technical terms

Miriam Crawford, chair

"Learning to Cope with Machine-Readable Records"
Thomas Brown
Archivist, Machine-Readable Archives
Division
National Archives and Records Service

Friday, May 21
3:30 pm-4:30 pm Windward

AN OUNCE OF PREVENTION --- DISASTER PLANNING

Steps for developing a disaster plan

Claire Collier, chair

"Before Disaster Strikes"
Ann Russell
Director
Northeast Document Conservation Center

Friday, May 21

3:30 pm-4:30 pm *Leeward*

PHOTOGRAPHIC COLLECTIONS WORKSHOP
Processing your photographic collections.
ENROLLMENT LIMITED TO 15.

Katherine Kovacs, chair

Beverly Brannan, workshop leader
Curator, Prints and Photographs Division
Library of Congress

Friday, May 21

4:45 pm-5:45 pm

STATE CAUCUSES
Meet and talk with your state representative and colleagues

Delaware	*Leeward*
District of Columbia	*Windward*
Maryland	*Windward*
New Jersey	*Midship*
New York	*Midship*
Pennsylvania	*Leeward*
Virginia	*Windward*
West Virginia	*Leeward*

Friday, May 21

8:00 pm-10:00 pm *Poolside*

BIRTHDAY PARTY
Help us celebrate our first decade. The best pool party you'll ever attend!

Saturday, May 22

9:00 am-10:30 am — *Midship and Windward*

MARAC BUSINESS MEETING AND CONTINENTAL BREAKFAST

Saturday, May 22

10:45 am-11:45 am — *Room 318*

ARCHIVAL TRAINING BEYOND THE BASICS

Survey of advanced training needs and presentation of a proposal for an American Archival Institute

Susan Davis, chair
New York Public Library

"An American Institute - A Proposal"
Trudy Peterson
Chief, Machine-Readable Records
National Archives and Records Service

"Commentary"
Richard Cox
Archivist
Baltimore City Archives

"Commentary"
Timothy Walch
National Archives and Records Service

Saturday, May 22

10:45 am-11:45 am — *Midship*

ESTABLISHING AN ARCHIVES

Implementing an archival program and getting it to function well

Miriam Crawford, chair

"Pitfalls of Beginning Archives"
Ann Alexander
Former Archivist
National Society, Daughter of the American Revolution

Saturday, May 22
10:45 am-11:45 am *Windward*

WOMEN IN ARCHIVES
An overview of women's involvement in the archival profession and tips on how you can get more involved

Joan Howard, chair

"Clio was a Woman: Lady-like Occupation?"
Barbara Vandegrift
Archivist, National Press Club Archives
National Press Building Corporation Archives

"Survey of Women's Participation in Regional Archival Associations"
Jo Ann Williamson
Archivist, Office of Presidential Libraries
National Archives and Records Service

Saturday, May 22
10:45 am-11:45 am *Leeward*

MANAGING A PUBLIC RELATIONS PROGRAM
Some pointers on publicizing your existence and programs, internally and externally

Barbara Hearn, chair

"Meeting the Media Halfway"
Janice Clark Roosevelt
Media Coordinator
Winterthur Museum

"You're the Corporate What?"
Claudette John
Archivist
Insurance Company of North America

Saturday, May 22
11:00 am-1:30 pm *Room 302*
SAA CONFIDENTIALITY COMMITTEE
The Society of American Archivists invites you to drop in to discuss the purpose and objectives of this committee

Saturday, May 22
1:30 pm-2:30 pm *Room 318*
ARCHIVAL SUPPLIES
Overview of the variety of archival supplies on today's market

Laura Grotzinger, chair

"Specs and Supplies: Archival Quality Re-evaluated and a Look at New Products"
William Hollinger
President
Conservation Resources International

Saturday, May 22
1:30 pm-2:30 pm *Midship*
JUDICIAL AND INVESTIGATIVE RECORDS AT THE NATIONAL LEVEL
Balancing the scales: selective retention of FBI records and court files

Joan Howard, chair

"The FBI Appraisal Project"
Michael Goldman
Archivist, Records Disposition Division
National Archives and Records Service

"U.S. District and Bankruptcy Court Case Files"
Raymond Mosley
Director, Records Disposition Division
National Archives and Records Service

"Commentary"
Thomas Mills
Archivist
New York State Archives

Saturday, May 22

1:30 pm-3:45 pm *Windward*

THE WORLD OF EMPLOYEE/EMPLOYER RELATIONS
Advice on dealing with the intricacies of personnel and management problems

Barbara Hearn, chair

"Employee Relations in the 80's"
Pete Cruikshank
Vice President, Personnel Relations
Colonial Williamsburg Foundation

"Archivists and Collective Bargaining"
Prof. Nancy Peace
Graduate School of Library and Information Science
Simmons College

"Labor Relations at the National Archives During the Last Decade: A Case Study of the Human Factor in a Large Public Archives"
Judith Thorne
Archivist
National Archives and Records Service

Saturday, May 22

1:30 pm-2:30 pm *Leeward*

SOURCES OF FUNDING
Overview of the status of public funding and the support available from the private sector

Clark Beck, chair

"Public and Private Funding -- An Outlook for the 80's"
Paul Stellhorn
Assistant Director
New Jersey Committee for the Humanities
National Endowment for the Humanities

Saturday, May 22

2:45 pm-3:45 pm *Room 318*

LEGISLATIVE RELATIONS
The respectability and necessity of good legislative relations

Laura Grotzinger, chair

"Life Among the Legislature"
Stanley Brosky
Chief, Public Resource Development
Pennsylvania Historical and Museum Commission

Saturday, May 22

2:45 pm-3:45 pm *Midship*

RETRIEVING ENDANGERED RECORDS
A case study of appraising and accessioning endangered business records

Clair Collier, chair

"Racing the Incinerator: The Records of A. Hoen and Co."

Laurie Baty
Assistant Librarian, Prints and Photographs
Maryland Historical Society

Donna Ellis
Manuscripts Librarian
Maryland Historical Society

Karen Stuart
Assistant Manuscripts Librarian
Maryland Historical Society

Paula Velthuys
Prints and Photographs
Maryland Historical Society

Saturday, May 22

2:45 pm-3:45 pm *Leeward*

BOATBUILDING ON THE CHESAPEAKE
Slide lecture about the Chesapeake Bay, its growth and development

Katherine Kovacs, chair

"Chesapeake Bay Maritime History"
Sandra Buchman
Curator of Collections/Registrar
Chesapeake Bay Maritime Museum

The MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE seeks to promote the professional welfare of its members; to affect cooperation amongst individuals concerned with the documentation of information between colleagues working in the immediate regional area; to improve the professional competence of archivists, curators, of textual, audiovisual, and related special research collections, and records managers; and to encourage professional involvement of persons actively engaged in the preservation and use of all types of historical research materials.

OFFICERS

Chairman: Arthur Breton

Secretary: Diane Rosenwasser

Treasurer: Peter Parker

State Representatives:
Delaware - Joanne A. Mattern
District of Columbia - Linda Henry
Maryland - Julia Morgan
New Jersey - Robert Nawrocki
New York - Edward Oetting
Pennsylvania - Robert Plowman
Virginia - Paul Hensley
West Virginia - Fred Armstrong

Steering Committee Members at Large:
Bruce Ambacher
Susan Davis
Lisa Hottin
Timothy Walch
Frank Zabrosky

MARAC Archivist: Mary Boccaccio

Editor, The Mid-Atlantic Archivist: Donald Harrison

NOTES